



*AmpliFund* 



# 2023 City of Everett Applicant Training

**September 15, 2022**

# Application Submission Overview

- ✓ Opportunity Information
  - ✓ Opportunity Details
  - ✓ Evaluation & Scoring
- ✓ Registering to Apply
- ✓ Navigating the Applicant Portal
- ✓ Completing the Application
- ✓ Submitting the Application



## 2023 Community Development Block Grant (CDBG)\*

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Opportunity Details		Evaluation & Scoring
Opportunity Information		
Title	2023 Community Development Block Grant (CDBG)*	
Description	Each year since 1976, the City of Everett has received funding from the U.S. Department of Housing and Urban Development (HUD). This funding comes in the form of the Community Development Block Grant (CDBG). The Citizens Advisory Committee reviews the annual applications and makes funding recommendations to City Council.	
Awarding Agency Name	City of Everett	
Agency Contact Email	communitygrants@everettwa.gov	
Fund Activity Categories	Community Development	
Category Explanation	15% of the Annual Award Allocation is available for Public Services 65% of the Annual Award Allocation is available for Non-Public Services  20% of the Award is restricted for Planning/Administration of Award	
Opportunity Manager	Kembra Landry	
Posted Date	9/14/2022	
Announcement Type	Initial Announcement	
Funding Opportunity Number	B23MC530004	
Public Link	<a href="https://www.gotomygrants.com/Public/Opportunities/Details/0f4cad33-232e-429d-80b8-ab94857287c8">https://www.gotomygrants.com/Public/Opportunities/Details/0f4cad33-232e-429d-80b8-ab94857287c8</a>	
Is Published	Yes	

# Evaluation & Scoring

## 2023 Community Development Block Grant (CDBG)\*

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### Criteria

Applications must:

- Meet annual priorities established by the Citizen Advisory Committee on August 16, 2022; and,
- Meet Everett's [2020 - 2024 Consolidated Plan](#) priorities; and,
- Meet basic evaluation criteria; and,
- Submit a complete application for consideration; and,
- Serve Everett residents inside city limits; and,
- Comply with HUD's CDBG National Objectives.

### Review and Selection Process

City staff will first review your application for completeness and organizational capacity. Incomplete applications will not move forward in the review process.

Following staff review, Citizen Advisory Committee Members will review and score your application based on Need and Impact.

Five questions will be scored based on addressing Community Need and Community Engagement. Scores are provided on a 0 - 5 or 8 scale. Highest possible score available is 25 points.

An example of a scoring rubric is below:

0 - No funding recommended.

1 - If application receives funding, I would recommend it at a significantly reduced amount.

3 - Would recommend funding at reduced ask, cannot elevate for strong funding recommendation.

5 - Strongly recommend funding at full ask.

Following reviews and scores from Committee members, a public hearing will be held for funding discussions and recommendations. Formal adoption on funding awards will occur during City Council action through resolution.

### Anticipated Announcement Dates

Funding action from City Council is anticipated to occur in February, 2023.

[Save](#)
[Apply](#)

# Registering to Apply

- By clicking the 'Apply' button applicants will be prompted to Log In or Register


[Log In](#)

## 2023 Community Development Block Grant (CDBG)\*

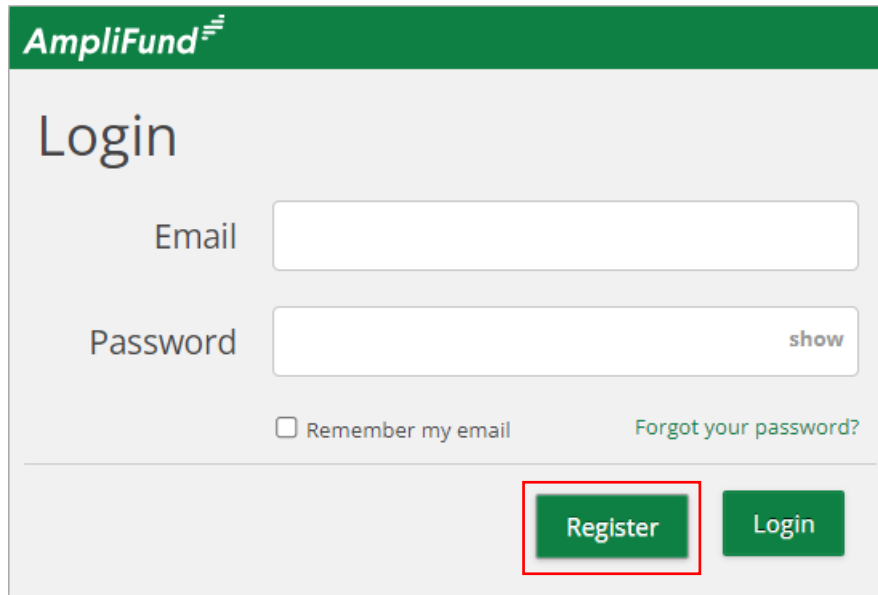
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Is Published	Yes

# Registering to Apply

- When the AmpliFund Login screen appears, users will click the 'Register' button to Create New Account for their Applicant Organization
- Applicants should only Register ONCE for their Organization
  - Users can be added to the Organization account



The image shows the AmpliFund Login screen. At the top is a green header with the AmpliFund logo. Below the header, the word "Login" is displayed in a large, dark font. There are two input fields: "Email" and "Password". The "Password" field has a "show" button next to it. Below the input fields, there is a checkbox labeled "Remember my email" and a link "Forgot your password?". At the bottom right, there are two green buttons: "Register" and "Login". The "Register" button is highlighted with a red rectangular box.

## Create New Account

If you have already registered, please click [here](#) to login.

### User Information

Email Address\*

Role Administrator

Password\*

Confirm Password\*

### Contact Information

# Returning AmpliFund Users

- Users who have previously received an award from the City of Everett and have an active AmpliFund account where they are managing another award (2022 Human Needs), will NOT need to Register their organization again. Upon entering the established credentials when logging in, user(s) will be redirected back to the Apply screen



Recipient Admin User  
COE Test Recipient

## 2023 Community Development Block Grant (CDBG)\*

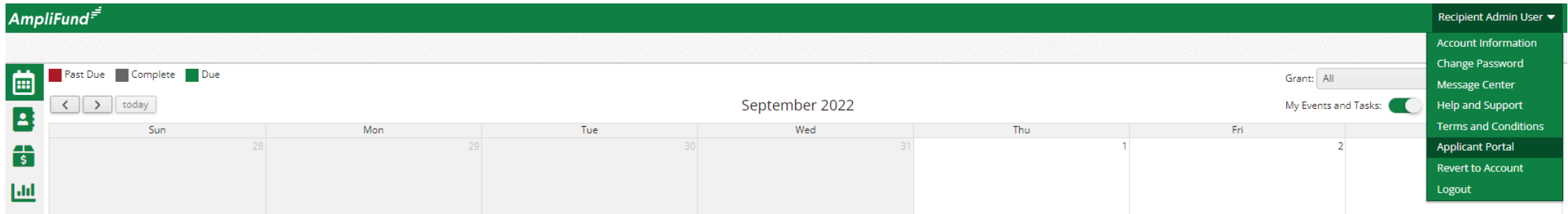
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# Returning AmpliFund Users

- Once you have started an application and are an existing AmpliFund user (with an active Award):
  - To return to your previously started application, after logging in to gotomygrants.com you will select the dropdown by your username and select **Applicant Portal** where you can access the previously started Application by your organization
  - If your user record does not have access to the applicant portal, please have your account administrator update your user profile to include access to the Applicant Portal



The screenshot shows the AmpliFund Applicant Portal interface. At the top, there is a green header bar with the AmpliFund logo on the left and a dropdown menu labeled "Recipient Admin User" on the right. Below the header, there is a navigation bar with a calendar icon, a status legend (Past Due, Complete, Due), and a "Grant: All" dropdown. The main content area displays a calendar for September 2022, with days of the week and dates. On the right side, there is a vertical menu with the following options: Account Information, Change Password, Message Center, Help and Support, Terms and Conditions, Applicant Portal (highlighted), Revert to Account, and Logout. A "My Events and Tasks" toggle switch is also visible.



# Navigating the Applicant Portal

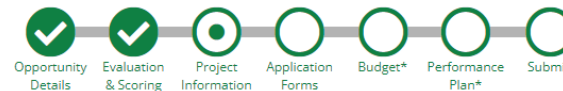
- Once registered and in the applicant portal, users can edit their information or **Add Users** through the **Account Information** section
- User roles: Editor vs Administrator
  - Editor can modify application but cannot submit



testemail34@noemail.com

[Account Information](#)  
[Change Password](#)  
[Log Out](#)

## 2023 Community Development Block Grant (CDBG)\*



Project Information

Help

Download

Save

Save &amp; Continue

Application Information

Applications

Account Information


Users

FAQ

### Users

User Information

[+ Add User](#)[Users](#)

John Doe - Organization Administrator 

Username: testemail34@noemail.com

## New User

User Information

Email Address\*

Role\*

Editor

Editor

Administrator

Contact Information

# Completing the Application

- Navigation toolbar provides quick access to all sections of the application
  - Once 'Marked as Complete' a checkmark will appear on the section header
- Save** – Saves progress and remain on current page
- Mark as Complete** – Indicates the form has been completed
- Save & Continue** – Save progress on page and move on to next section/form

Save   ✓ Mark as Complete   Save & Continue

## 2023 Community Development Block Grant (CDBG)\*

### Project Information

#### Application Information

Application Name\*

How much are you requesting from the funder?

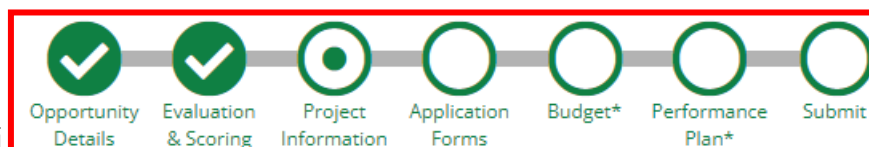
Award Requested\*

How much are you planning to contribute to the budget?

Cash Match Requirement  ⓘ

Cash Match Contributions\*

Total Award Budget



Help

Download

Save

Save & Continue

### Forms

Name	Status
2023 CDBG Service Application	New
2023 CDBG Non-Service Application	New
2023 CDBG Application Attachments	New

items per page

# Completing the Application – Budget

- Approved Categories have already been established for applicants
- Budget line items can be created by clicking the + next to the appropriate category
  - Total Requested amount must be fully allocated within budget before marking as complete

## Proposed Budget

### Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Personnel	\$0.00	\$0.00	\$0.00
+ Fringe Benefits	\$0.00	\$0.00	\$0.00
+ Equipment	\$0.00	\$0.00	\$0.00
+ Supplies	\$0.00	\$0.00	\$0.00
+ Construction	\$0.00	\$0.00	\$0.00
+ Consultants/Contracts	\$0.00	\$0.00	\$0.00
+ Administrative	\$0.00	\$0.00	\$0.00
+ Childcare	\$0.00	\$0.00	\$0.00
+ Direct Financial Housing Assistance	\$0.00	\$0.00	\$0.00
+ Food Costs	\$0.00	\$0.00	\$0.00
+ Indirect	\$0.00	\$0.00	\$0.00
+ Operational	\$0.00	\$0.00	\$0.00
+ Site Development	\$0.00	\$0.00	\$0.00
+ Tax	\$0.00	\$0.00	\$0.00
<b>Total Expense Budget Cost</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Revenue Budget

<b>Grant Funding</b>		
Award Requested	\$150,000.00	\$150,000.00
<b>Subtotal</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>
<b>Non-Grant Funding</b>		
Cash Match	\$75,000.00	\$75,000.00
<b>Subtotal</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>

**Total Revenue Budget Cost (\$225,000.00)**

**Total Overall Budget Cost (\$225,000.00)**

The Total Overall Budget Cost must be \$0.00

## New Line Item

### Budget Item Information

Category: Personnel ▼

Available for all grant applications.

Item Type: Non-Personnel ▼

Name\*:

Direct Cost\*:

Non-Grant Funded: Yes ▼

Grant Funded:

Cash Match:  Dollar Percentage

Total Budgeted:

Narrative:

Create

Cancel

# Completing the Application – Performance Plan

- Based on the **Project Type** selected within the application form, applicants should Add a Goal to the appropriate Strategy (LMC, LMA, LMH, LMJ)
  - All goal types are Numeric
- Within the selected strategy provide a *Goal Name* and *Number to be achieved* during the award period

## Performance Plan

[Help](#)[Download](#)[Save & Continue](#)

### Proposed Performance Plan

#### LMC Accomplishments [+ Add Goal](#)

If your project chose LOW MOD CLIENTELE (LMC) as your national Subcategory, please provide the number of PERSONS served. This should match the number you provided in the narrative application.

*No items for strategy*

#### LMA Accomplishments [+ Add Goal](#)

If your project chose LOW MOD AREA BENEFIT (LMA) as your national Subcategory, please provide the number of PERSONS served. This should match the number you provided in the narrative application.

*No items for strategy*

#### LMH Accomplishments [+ Add Goal](#)

If your project chose LOW MOD HOUSING (LMH) as your national Subcategory, please provide the number of HOUSEHOLDS OR HOUSING UNITS served. This should match the number you provided in the narrative application.

*No items for strategy*

#### LMJ Accomplishments [+ Add Goal](#)

If your project chose LOW MOD JOBS (LMJ) as your national Subcategory, please provide the number of JOBS to benefit. This should match the number you provided in the narrative application.

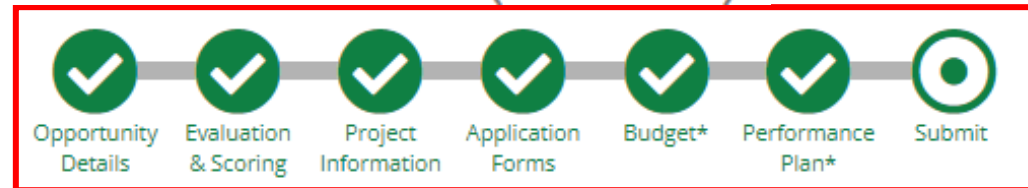
*No items for strategy*

[✓ Mark as Complete](#)[Save & Continue](#)

# Completing the Application – Performance Plan

- Once all sections have been Completed and the Checkmark displays in the Navigation Timeline, a user with the **Administration** role can click the **Submit** button.
- Once Submitted, applications cannot be modified

## 2023 Community Development Block Grant (CDBG)\*



You are about to submit your application, **Application**, to **City of Everett**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

 Review

Submit

# AmpliFund Support Site

## Submit a support ticket:

[support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

## Visit the support portal:

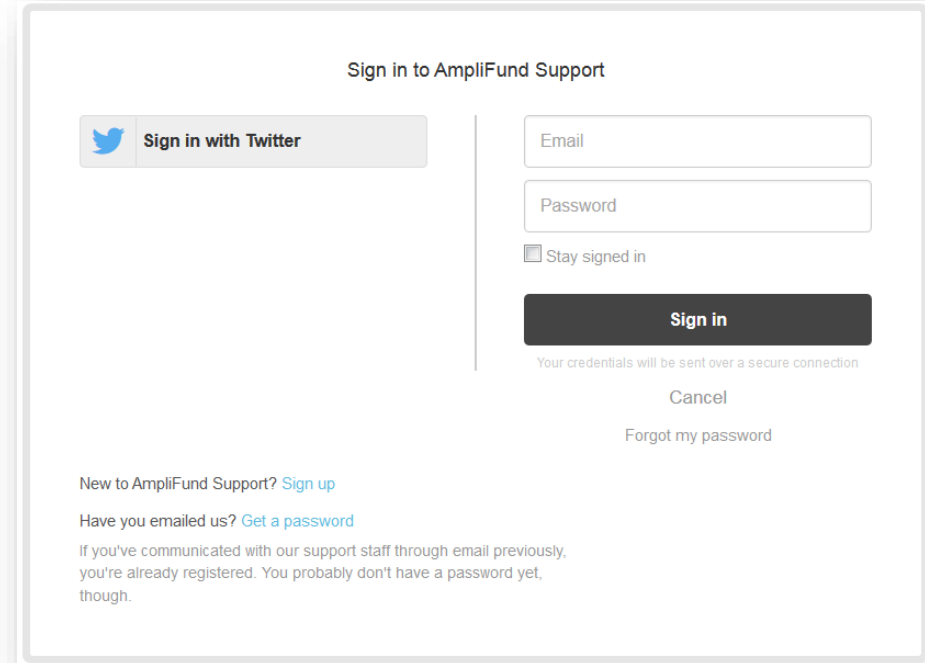
<https://amplifund.zendesk.com>

## Supported Browsers:


- Google Chrome (current supported releases)
- Mozilla Firefox (current supported releases)
- Microsoft Edge (current supported releases)
- Microsoft IE 11 +
- Apple Safari 10+

# AmpliFund Support Site

1. Go to <https://amplifund.zendesk.com>
2. Click the **Sign up** link
3. Enter your **full name**
4. Enter your **email address**
5. Complete the **I'm not a robot** check
6. Click the **Sign up** button
7. A welcome email from [support@zendesk.com](mailto:support@zendesk.com) will be sent to you via email
8. Click the link to set your password



Sign in to AmpliFund Support

 Sign in with Twitter

Email

Password

☐ Stay signed in

**Sign in**

Your credentials will be sent over a secure connection

Cancel

[Forgot my password](#)

New to AmpliFund Support? [Sign up](#)

Have you emailed us? [Get a password](#)

If you've communicated with our support staff through email previously, you're already registered. You probably don't have a password yet, though.

